

TEAM DECISION MAKING PLAN

September 2002

** denotes new resources*

I. Definition of Team Decision Making

A multi-disciplinary meeting with families, extended families, community members, service providers (including care givers) and child welfare staff that is held around critical placement decisions for children

II. Purpose of TDM Meeting

A. To Engage Parent/Guardian and the Community in Agency Decisions Regarding Potential Movement of the Child in Order to Reduce Trauma with Care and Sensitivity

B. To Develop or Update a Child Safety Strategy

1. In Home (with Biological or Legal Parents)
2. Out of Home (With Relatives, Non-Related Extended Family Members, Caregivers)

III. Team Composition

A. Core Participation at Each TDM Meeting

1. Social Worker
2. Social Work Supervisor
3. Parent(s)/Guardian(s)
4. Community Partner/Support for Family*
5. Team Decision Making Facilitator*
6. Caregiver if the child is in placement after disposition
7. Foster/Adopt Worker if assigned to the case; if one is not assigned another concurrent planning representative will be assigned for the TDM meeting
8. Juvenile Probation Officer if assigned
9. Legal representation as determined by the Private Defender's Office

B. Additional Participation

1. At Discretion of Parent(s)/Social Worker
 - a) Extended Family Members
 - b) Additional Community Supports
2. Caregiver is invited to TDM at removal and prior to disposition
3. Child – if child desires to attend
4. CASA – if one is assigned
5. Relative Assessment Worker if needed

C. Maximum Participation

1. To Be Limited at Discretion of TDM Facilitator

IV. TDM Meetings Structure/Processes

A. Meeting Protocols

1. Opening and review of meeting format
 - a) Introductions
 - b) Define purpose of the meeting (Refer to II, above)
 - c) Sign consent forms – review exchange of information policy
* **needs development**
 - d) Discuss and agree to ground rules (group agreements); include discussion of court processes, including detention, disposition, and permanency, processes
 - e) Review proposed agenda and time frames (make additions to agenda if necessary)
 - f) Identify the order in which issues will be discussed
 - g) Clarify decision making process
2. Ask Participants to Describe the Current Situation and Provide Opportunity to Express Emotions
 - a) Social Worker
 - b) Parents
 - c) Community Member/Family Support
3. Identify and List the Family Needs
 - a) Parents
 - b) Community Member/Family Support
 - c) Social Worker
4. Identify and List Family Strengths/Resources
 - a) Parents
 - b) Community Member/Family Support
 - c) Social Worker
5. Brainstorm approaches to meeting needs
 - a) Ask the family and supporters to brainstorm ideas about how the needs might be addressed
 - b) Relate these approaches to the strengths/resources that have already been defined

6. Make Placement Plan for Child
 - a) In home
 - b) Out of home
 - c) Try to Achieve Consensus
 - d) If Consensus Cannot Be Achieved then Facilitator or Social Worker/Supervisor Can Ask for Review by Regional Manager or Policy Director for a Final Decision
 - 1) May Need to Keep Child Out of Home Until a Safety Strategy Can be Agreed on for In Home Strategy
7. Develop Safety Strategy
 - a) In Home
 - b) Out of Home Caregivers
 - 1) Relative
 - 2) Non Related Extended Family Member
 - 3) Licensed Foster Care
8. Develop Written Team Decision Making Plan *(need to develop form/format for developing plan as part of meeting process)**
 - a) Who does what? Including social worker responsibilities
 - b) Time Frame for Agreed Upon Actions
 - c) How Will the Plan Goals Be Accomplished
 - d) Contingency plan if Actions are not Accomplished
 - e) Incorporate elements of safety strategy or out of home strategy
 - f) Next steps
 - 1) Include Agreed Subsequent Meetings
 - a) As Required by TDM Process (see below)
 - b) Interim Meetings Among Participants that are Agreed Upon During this TDM
9. Thank participants and close

B. Meeting Logistics--When & How Meetings Will Be Called/Convened

(If possible, the TDM will occur at a standing meeting time/place)

1. TDM at Initial Removal/387 Hearing
 - a) Prior to Detention Hearing
 - b) Within First 24 Hours after Initial In-person Response
 - c) The social worker informs the family of the time and place of TDM **(2:00 p.m. each day)**
 - d) The social worker calls the facilitator to schedule the TDM meeting
 - e) With Clerical Support, the Facilitator Contacts the Team Participants to Tell Time, Date, and Place
 - f) With Clerical Support, Facilitator Assists team Participants in Getting to Meetings if Necessary
 - Arrange Transportation

Child Care
Security
Translators

g) Action strategy will be complete

2. TDM Prior to Disposition if Change of Placement is Anticipated for Child

a) Should Occur on All Cases

b) The Social worker and Supervisor Consult to Determine if TDM is **not**
Recommended

1) Inform Facilitator

2) Facilitator Informs Family and Community Partner

(The facilitator, family, community support, etc. may request a TDM
meeting anyway)

c) If the meeting is to occur, the facilitator will arrange for it to take place 10
calendar days prior to the hearing

The Facilitator Contacts the Team Participants to Tell Time, Date, and
Place

Facilitator Assists Team Participants in Getting to Meetings if Necessary

Arrange Transportation

Child Care

Security

Translators

Action strategy will be complete

d) The discussion should include planning for moves from shelter to regular
placement, to foster/adoption and caregiver assessment (361.3) for concurrent planning
purposes

e) The plan may include the assigned foster/adoption worker

f) Action Plan Will Be Completed

3. TDM Prior to Subsequent Hearings if Reunification or Change of Placement is
Anticipated

a) Social Worker notifies facilitator 45 days prior to the Family Reunification Court
hearing using TDM calendar*

b) The Facilitator Schedules the TDM for 30 days Prior to the Court Hearing

c) The facilitator contacts the social worker and family to develop the participant
list, including foster/adoption worker

The Facilitator Contacts the Team Participants to Tell Time, Date, and Place

Facilitator Assists team Participants in Getting to Meetings if Necessary

Arrange Transportation

Child Care

Security
Translators

Action strategy will be complete

d) Action Plan From Previous TDM's Updated

4. TDM For Potential Placement Disruption/or Planned Moves

a) Social Worker should ask for TDM when first aware of potential disruption/planned moves

1. Social worker must request TDM if caregiver asks for TDM
2. Social worker must request TDM prior to issuing seven day notice
3. Social worker should take into account parents' perceptions of placement

b) TDM Facilitator will schedule within two weeks for non-seven day notice cases

1. Facilitator will handle as "Initial Removal" for seven day notice cases

The Facilitator Contacts the Team Participants to Tell Time, Date, and Place
Facilitator Assists Team Participants in Getting to Meetings if Necessary

Arrange Transportation

Child Care

Security

Translators

Action strategy will be complete

c) Allegations of abuse in out of home care will be handled as Initial Removals

d) When caregiver demands immediate removal, case is handled as Initial Removal

V. Resources Needed to Implement TDM

Translators and equipment

Childcare

Clerical Support

Relative Assessment Worker

Team Decision Making Facilitator

Community Partner/Support for Family

VI. Human Services Agency Changes Necessary to Implement TDM

Expedite Initial Health Screening at Removal

Expediting Access to Shelter Homes

VII. *Timeline for Implementation of TDM*

VIII. *Evaluation Process*

Verifying that TDM's take place

Customer Satisfaction

Link to Self Evaluation Strategy Team

Role of Facilitator in Identifying Trends and Providing Quality Assurance in the Process